

MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	SPF/SIG Advisory Committee (SAC)
DATE:	June 20, 2008
TIME:	10:30 a.m. – 3:00 p.m.
LOCATION:	State Of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CO-LEADER(S):	Larry P. Scott, Project Director Donald L. Allen, ODCP Director – SPF/SIG Chairman
GUEST SPEAKERS	N/A
RECORDER:	Carolyn Foxall, Project Coordinator

INTENDED MEETING OUTCOME

1. Administrative Items:
2. Workgroup Reporting
 - a. Inter-Governmental Workgroup (IG)
 - b. State Epidemiological Workgroup (SEW)
 - c. Coalition Workgroup (CW)
 - d. Childhood and Underage Drinking Workgroup (CUAD)
3. Follow up discussion – “Life of an Athlete” (LOA)
4. Leadership Meeting

KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

Administrative Items - The SPF/SIG Advisory Committee (SAC) convened for a monthly meeting on Friday, June 20, 2008.

- Larry Scott, Project Director, welcomed the participants.
- Minutes of the May 16, 2008 were silently reviewed and unanimously approved.
- Foxall noted that seven training outlines had been developed based on input from community strategic plans. The next step will be to convene the members of a statewide training cadre, schedule dates for training and rollout the syllabus on or before the November 19, 2008 SAC meeting.
- Administrative proceedings were followed by workgroup updates:

Inter-Governmental Workgroup (IG) – Linda Nordeen reported as Environmental Scan (ES) team leader. She advised that a pilot interview had been conducted with the History, Arts and Library departments (HAL) on June 6 and a second pilot was scheduled with the Michigan Department of Education (MDE) for July 30, 2008. A full report with recommendations for the ES interviews will be given upon IG review and summation. Other IG activities are recorded in the attached minutes.

State Epidemiology Workgroup (SEW) – The SEW has change their quarterly meeting plan to a monthly schedule to accommodate the volume of work that will be associated with a state Central Data Repository. It was noted that a survey had been re-distributed to CAs and SPF/SIG stakeholders to help clarify patterns of consequence, consumption, availability, socio economic patterns and demographics. Other SEW activities are recorded in the attached minutes.

Childhood & Underage Drinking Workgroup (CUAD) – Dianne Perukel reported as Chairperson. As the CUAD chairperson, she worked collaboratively with the IG to conduct Environmental Scan interviews. The CUAD is also working with the SEW to upgrade adolescent and adult logic models. Other CUAD activities are recorded in their attached minutes.

Coalition Workgroup (CW) – Ann Comiskey reported as Chairperson. The CW questionnaire had been transmitted a second time with a June 3, 2008 response deadline. The results will be aggregated and discussed at July meeting. A report will be prepared for SAC approval at the September 19th meeting. Other CW activities are recorded in the attached minutes.

Felix Sharpe led a follow-up discussion to the previous month's Learning Community (L.C.) entitled, the Life of an Athlete (LOA). He reiterated that the he purpose of this L.C. was to introduce CAs and SPF/SIG partners to a multi-strategic project that involves athletes, parents, coaches and non athletic student members to an environmental substance abuse prevention program. He explained that there was ongoing research to determine its level of effectiveness with there being a possibility that it would be added to a list of program options. The state cannot endorse any specific program and therefore no decisions have been made regarding LOA implementation. For clarification it was also noted that the Central CAPT had underwritten John Underwood's LOA presentation, as it had underwritten workshops for other NREPP model programs in the past. He conceded that while the multi-strategic approach delineated in LOA was in keeping with Prevention principles, it was premature to promote it as evidence-based. Because of the keen interest exhibited by Prevention Network, the Office of Highway Safety Planning and some community coalitions, a workgroup has been formed to research its attributes and will report back to ODCP. Stakeholders were encouraged continue providing feedback.

The next meeting is scheduled for **July 18, 2008**.

The SAC was followed by a Leadership Team meeting of workgroup chairpersons and since there were overlapping issues, it also invitational to the SAC. Highlights from the meeting included:

- SEW will conduct conference calls during August & September prior to September 19th SAC meeting
- SEW Core Group: July 15th conference call re: Logic Models - Underage (facilitated by CUAD designee) & Adult (facilitated by Joel Hoepfner)
- Three (3) SEW members will meet w/Michigan Dept of Ed. Re MiPHY (Hoepfner, Worden, White Bissot) and three CW members to be named prior to September SAC meeting
- IG Core group will conduct a follow-up analysis of ES interviews prior to the September 19th meeting
- CUAD will discuss UAD logic model overlap assignment (w/SEW) and continue to clarify the CUAD profile prior to the September meeting
- SPF/SIG Coordinator will conduct status update conference calls or personal meetings with staff liaisons and chairs following internal planning and prior to September 19th SAC meeting

There being no further business, the meeting was adjourned.

ACTION			
<p>■ THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.</p>			
ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
N/A			
WORKGROUP OVERLAP			
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL EFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>			
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP	
CW and SEW	Increasing School District involvement with MiPHY surveys. MDE and ODCP shared data information.	Initial discussion between ODCP and MDE, followed by engagement of CW.	

RESEARCH & TECHNICAL ASSISTANCE REQUESTS		
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS.” ANOTHER ACTION ITEMS MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS.”</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>		
REQUEST	TO WHOM	ACTION TAKEN
N/A		

NEXT MEETING	
DATE:	FRIDAY, JULY 18, 2008
TIME:	11:00 A.M. – 3:00 P.M.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821

ANY ADDITIONAL COMMENTS?
N/A

ATTENDANCE			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
MEMBERS’ AND GUESTS’ NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Attendance Roster on file with ODCP			